



**CITY OF LONGMONT
BOARD OF ADJUSTMENT AND APPEALS APPLICATION**

CASE # _____
DATE RECEIVED _____
RECEIVED BY _____
AMOUNT PAID _____

A maximum of twelve complete applications are accepted for each meeting on a first come, first serve basis only.

<input type="checkbox"/> Sign Variance FEE \$250.00	<input type="checkbox"/> Building/structure additions, setbacks and fences FEE \$100.00 1 Family dwelling FEE \$250.00 Over 1 Family dwelling and commercial	<input type="checkbox"/> Extension or Re-construction of Non-Conforming Use or structure FEE \$250.00
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This application and required information must be returned by _____ for the _____ Board of Adjustment and Appeals Meeting.

Application deadline is 28 days prior to the scheduled meeting date- Applicant or Representative must be present at the Board of Adjustment and Appeals meeting for the case to be heard.

PLEASE PRINT IN BLACK INK OR TYPE THE FOLLOWING INFORMATION

Applicant:	Representative:
Variance Address:	Address:
Mailing Address:	
Phone: Wk#	Phone: Wk#
Type of Variance Requested:	
Legal Description of site & nearest cross street: Zoning:	
Owner of any subsurface mineral rights:	Owner of described property:
Address:	Address:
Phone:	Phone:

The application must be accompanied by:

DOES THIS PROPERTY HAVE HISTORICAL DESIGNATION? _____ YES _____ NO

- ☐ Completed application form
- ☐ An Improvement Location Certificate (ILC) or other paperwork certifying location of property line on subject property and setback measurements from all structures to property line must be accurate and readable.
- ☐ One set of stamped, addressed envelopes for all property owners within required notice distance of the perimeter of subject property
- ☐ List of names and addresses of all property owners within 300' along with certification as to accuracy of list
- ☐ Cover letter with written narrative of proposal
- ☐ 7 copies of concept design of building or structure design and architecture, including building elevations and footprints
- ☐ Building elevations MUST have roof midpoint height from grade noted, or scale drawings must be provided.
- ☐ Vicinity Map (8 ½ x 11)
- ☐ Application Fees

**A REQUIRED NOTIFICATION SIGN SHOULD BE PICKED UP AT THE TIME OF THE VARIANCE APPLICATION SUBMITTAL AND POSTED THE REQUIRED TIME, EVEN IF THE CASE IS CONTINUED.
APPLICATION ACCOMPANIMENTS TO BE TYPED OR PRINTED IN BLACK INK ON 8 ½ X 11" PAPER.**

Signature of Applicant

Signature of Owner (Authorization for this applicant to represent owner)

Applicant may submit a letter of approval from the owner in lieu of a signature.

The Board of Adjustment and Appeals bases their approval of any variance upon the following criteria. Please address each of the variance criteria in detail, attaching additional sheets, if necessary.

- 1.) Explain how the property has exceptional topographic conditions, is exceptionally narrow, shallow, or of a shape which precludes meeting code for a proposed development.

- 2.) Explain how the strict application of any regulation would result in a peculiar, exceptional, and undue hardship upon the owner of the property.

- 3.) Will a variance create a substantial detriment to the public good, substantially impair the intent and purpose of the Zoning ordinance, substantially impair the comprehensive plans of the City, or result in significant adverse impacts to the natural environment? Explain

- 4.) Explain what exceptional circumstances apply to this specific piece of property, which do not generally apply to other properties in the same zoning area or neighborhood.

The burden of demonstrating that an application complies with applicable review and approval criteria is on the Applicant. The City or other parties do not have the burden to show that the criteria have not been met.